



## COMPLIANCE COMPONENT TEMPLATE

### DEFINITION

<i>Name</i>	Retention Standards
<i>Description</i>	<p>The process of evaluating, developing and documenting retention policies regarding electronic materials and implementing same. Such policies may be based on but not limited to the following:</p> <ul style="list-style-type: none"><li>• Applicable state and federal statutes and regulations.</li><li>• The Agency's Secretary of State Retention Schedule.</li><li>• Applicable agency policies and agreements.</li></ul>
<i>Rationale</i>	Ensures that information is retained, discarded or destroyed in accordance with applicable laws, regulations, schedules, policies and agreements.
<i>Benefits</i>	<ul style="list-style-type: none"><li>• Establishes standardized protocols for reviewing and discarding electronic information</li><li>• Improves efficiency by establishing protocols for the type(s) of information to be retained or discarded</li><li>• Improves the efficiency of systems housing information, reducing the burden by discarding unnecessary information.</li><li>• Following these standards may reduce costs by eliminating storage of unnecessary electronic material.</li></ul>

### ASSOCIATED ARCHITECTURE LEVELS

<i>Specify the Domain Name</i>	Privacy
<i>Specify the Discipline Name</i>	Privacy (Data)
<i>Specify the Technology Area Name</i>	Retention
<i>Specify the Product Component Name</i>	

### COMPLIANCE COMPONENT TYPE

<i>Document the Compliance Component Type</i>	Standard
<i>Component Sub-type</i>	

### COMPLIANCE DETAIL

<i>State the Guideline, Standard or Legislation</i>	<ul style="list-style-type: none"><li>• Each agency will review current retention policies.</li><li>• In the event that an agency does not have a retention policy, it shall develop same in accordance with applicable laws, regulations, schedules, policies and agreements.</li><li>• In the event that an agency does have a retention policy it shall review same to ensure compliance with applicable laws, regulations, schedules, policies and agreements.</li><li>• Follow applicable retention policies.</li></ul>
<i>Document Source Reference #</i>	

### Compliance Sources

<i>Name</i>		<i>Website</i>	
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Contact Information			
Name		Website	
Contact Information			

### KEYWORDS

List Keywords	Retain, keep, store, house, information, schedule, retention
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### COMPONENT CLASSIFICATION

Provide the Classification	<input type="checkbox"/> Emerging <input checked="" type="checkbox"/> Current <input type="checkbox"/> Twilight <input type="checkbox"/> Sunset
Sunset Date	

### COMPONENT SUB-CLASSIFICATION

Sub-Classification	Date	Additional Sub-Classification Information
<input type="checkbox"/> Technology Watch		
<input type="checkbox"/> Variance		
<input type="checkbox"/> Conditional Use		

### Rationale for Component Classification

Document the Rationale for Component Classification	
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### Migration Strategy

Document the Migration Strategy	
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### Impact Position Statement

Document the Position Statement on Impact	
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### CURRENT STATUS

Provide the Current Status	<input type="checkbox"/> In Development <input type="checkbox"/> Under Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected
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### AUDIT TRAIL

Creation Date	02-07-05	Date Approved / Rejected	03-08-05
Reason for Rejection			
Last Date Reviewed		Last Date Updated	
Reason for Update			